

If you change your name, be sure to tell Social Security. And tell your employer about your name change, too. This will assure that your earnings will be properly reported by your employer and recorded in our records.

To change the name shown on your card, you need to complete Form SS-5 which is available for download [here](#) (pdf). Or you can obtain Form SS-5 by calling 1-800-772-1213 or visiting your local Social Security office. These services are free. Your card will have your new name but the same number as your old card.

To change your name on your card, we need one or more documents identifying you by both your OLD NAME on our records and your NEW NAME. Examples of documents which might show both your old name and new name include your marriage certificate, divorce decree, or a court order changing your name. Or we can accept two identity documents -- one in your old name and one in your new name. The document identifying you by your new name must be of recent issuance so that we can determine your continued existence. Generally, we prefer to see a document with a photograph. However, we can generally accept a non-photo identity document if it has enough information to identify you (e.g., your name as well as your age, date of birth, or parents' names). If you were born outside of the U.S, we also need proof of your U.S. citizenship or lawful alien status.

Some documents that we can accept as proof of identity are:

Driver's license; Marriage or divorce record; Military records; Employer ID card; Adoption record; Life insurance policy; Passport Health Insurance card (not a Medicare card); School ID

card

All documents must be either originals or copies certified by the issuing agency. We cannot accept photocopies of documents. We need original documents or copies certified by the custodian of the record. Notarized copies are also not acceptable.

Mail or bring the application and evidence in person to your local Social Security office. You can find that office [here](#) . Your documents will be returned to you.

You should receive your card within two weeks of the date we have all the information we need to process your request. If you have not received your card within this time frame, contact the Social Security office where you filed the application.